

UF Award Report Methodology

How do we allocate funds into Colleges and Departments?

Award and modification dollars are grouped by the Project Responsible Unit. This is consistent with historical (pre-UFIRST) methodology.

What dollars do not count?

Certain transaction types are not counted in the University of Florida Office of Research award reporting. This is consistent with historical methodology. These transaction types include:

- Any allocation currently in Temporary (Sponsor Authorized funds not received, but budget has been released) status.
- Any allocation marked "Not Authorized for Spending".
- Any modification done for the purpose of Carryover.
- Any modification which rebudgets categories within an existing project.
- Any Core Office Corrections modification.
- Any awards or modifications where the Sponsor is categorized as Internal Sponsors (UF, UFRF sponsor types).

All data including transactions such as above are included in the data underlying the reports available via Enterprise Reporting but are by default excluded. By selecting the appropriate prompts you can include these transactions for your local reporting needs.

What date do we use to allocate funds into months, quarters, or years?

The University of Florida Annual Report divides award dollars into months and quarters using the *Funds Activated Date*. This is the date that the award or incremental modification made it all the way through the DSP and C&G set-up process and funds are available for spending.

Prior to UFIRST, the data used to allocate funds was the Sponsor Award Date. Please note this field was not used consistently and interpretation varied.

How do I access UF Award reports?

UFIRST reports are available via Enterprise Reporting. To run these reports you must have the **UF_FI_UNIVERSAL_INQUIRY** role.

The UF Award Funding report

This report is a 10-year history of all award transactions. It is similar to the Awards spreadsheet that used to be found on the Office of Research website. This is the report that the Office of Research uses to produce the quarterly and annual view of all sponsored projects dollars at the University of Florida. It lists sponsor authorized dollars for all awards received on or after 7/1/2007, including cash-based Clinical Trial (Fund 214) awards. The report includes funding amounts at the award, project and allocation level. This report can be filtered by department (project responsible unit), date, award PI, project manager or sponsor.

To run this report, perform the following steps:

1. Log into myUFL using your Gatorlink ID and password.
2. Navigate to **Main Menu > Enterprise Analytics > Access Enterprise Analytics > Team Content > Sponsored Program Information > Awards.**

Tip: Most UFIRST Reports are available in two formats: PDF or Excel export.

1. Select a report. The ten year transactional report is **UF Award Funding**.
2. On the report options page, select the required and/or optional prompts for the data you want to view.
3. Click the **Finish** button. The report displays in the selected format.
4. Other available reports in this folder are:
 - Awards by Project Responsible Unit (by Calendar Year & Month)
 - Awards by Project Responsible Unit (by Fiscal Month)
 - Awards by Project Responsible Unit (by Fiscal Quarter)
 - Awards by Project Responsible Unit (by Fiscal Year)
 - Awards by Reporting Sponsor Category (by Fiscal Year & Month)
 - Awards by Reporting Sponsor Category Rollup (by Fiscal Year & Month)
 - UFIRST Awards – provides a listing of the full award portfolio of a department, award PI or sponsor and its current overall state.
 - UFIRST Projects – provides a report of all awards and related projects for a specified department, award PI, project manager or sponsor.
 - Project Portfolio Report with Dollars (Life to Date) – provides a report of all projects for a specified department, award PI, project manager or sponsor. Includes direct, indirect, and total Sponsor Authorized dollar values for each project. Note: This report will be renamed 'UFIRST Projects' and the version without the total dollars will be phased out.

A report data dictionary and a comprehensive data dictionary are available for assistance in understanding the data elements included in the reports as well as the full data set. <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/grants/>

Helpful Hints:

The 'Type' field was often used in historical datasets for Departments to determine what funds were "New" and what funds were modifications to existing awards. That data element can be found in Column AW: Type of Allocation. A note on History: this data element was never accurately defined and interpretation varied.

- Awards_Baseline: New Awards with no Modifications
- Mods_Award_Baseline: Treat as a New Award. This is the new award original value, but it has since been modified. Mods_Award_Baseline maintains that original award value.
- Mods_Adjustments: Reportable Financial Mods (excluding carryover, temporary, marked not authorized for spending, core office corrections). Comparing to prior methodology, this is everything not marked New in prior reporting sources.
- PS_214_Deposits: For Fund 214 projects, the dollars are pulled in right from the Deposit log. Modifications are not done in UFIRST for these deposits.
- New-SRM: The Type of this allocation was marked as 'New' in the Historical System.
- Supplemental-SRM: The Type of this allocation was marked as 'Supplemental' in the Historical System.
- Temp-SRM: The Type of this allocation was marked as 'Temporary' in the Historical System.
- Carry Over-SRM: The Type of this allocation was marked as 'Carryover' in the Historical System.
- Decrease-SRM: The Type of this allocation was marked as 'Decrease' in the Historical System.
- Renewal-SRM: The Type of this allocation was marked as 'Renewal' in the Historical System.
- Continuation-SRM: The Type of this allocation was marked as 'Continuation' in the Historical System.
- Extension-SRM: The Type of this allocation was marked as 'Extension' in the Historical System.

Award transactional data since July 1, 2016 includes rows for all allocations associated with that Award, regardless of if they received an increment of funding with that modification. If there are no funds associated with that allocation in that Modification, those rows will return as \$0 in the Sponsor Authorized column.

Important Terms to Know:

- Project Department: the Department where the project 'lives'. This is the Department to use for categorization in order to match UF's published Award Report.
- Project Manager Home Department: the HR Home Department of the Project Manager.
- Award PI Home Department: the HR Home Department of the overall Award Principal Investigator.
- Award Department: the Department where the award 'lives'.
- Funds Activated Date: the date that the award or incremental modification made it all the way through the DSP and C&G set-up process and funds are available for spending
- Reporting Sponsor: the Sponsor used in institutional reporting. If the Primary Sponsor is NULL, then this is the Direct Sponsor.
- University Reportable Allocations: the funds associated with this allocation are considered institutionally reportable and are included in UF's published Award Report.

If you have issues accessing the reports, please contact the UF Computing Help Desk (392-HELP). For questions about UFIRST data or to provide UFIRST reporting suggestions, please contact [Lisa Stroud](#) in the UF Office of Research.